Evaluation Policy Practices Checklist

Use this checklist to identify your strategies for ensuring that your evaluation policy shows up in your day to day practices in your jurisdiction. Within each section, you'll find guiding questions with suggested options to select for your own jurisdiction, as well as a place to input your own ideas.

To use this checklist, scroll down or select the area you want to review from the links below and then do your best to answer each question. These are not all meant to have just one answer, you may end up selecting multiple responses within each question and writing your own response as well. After your checklist is complete, you can incorporate your responses into your evaluation policy in your practices section.
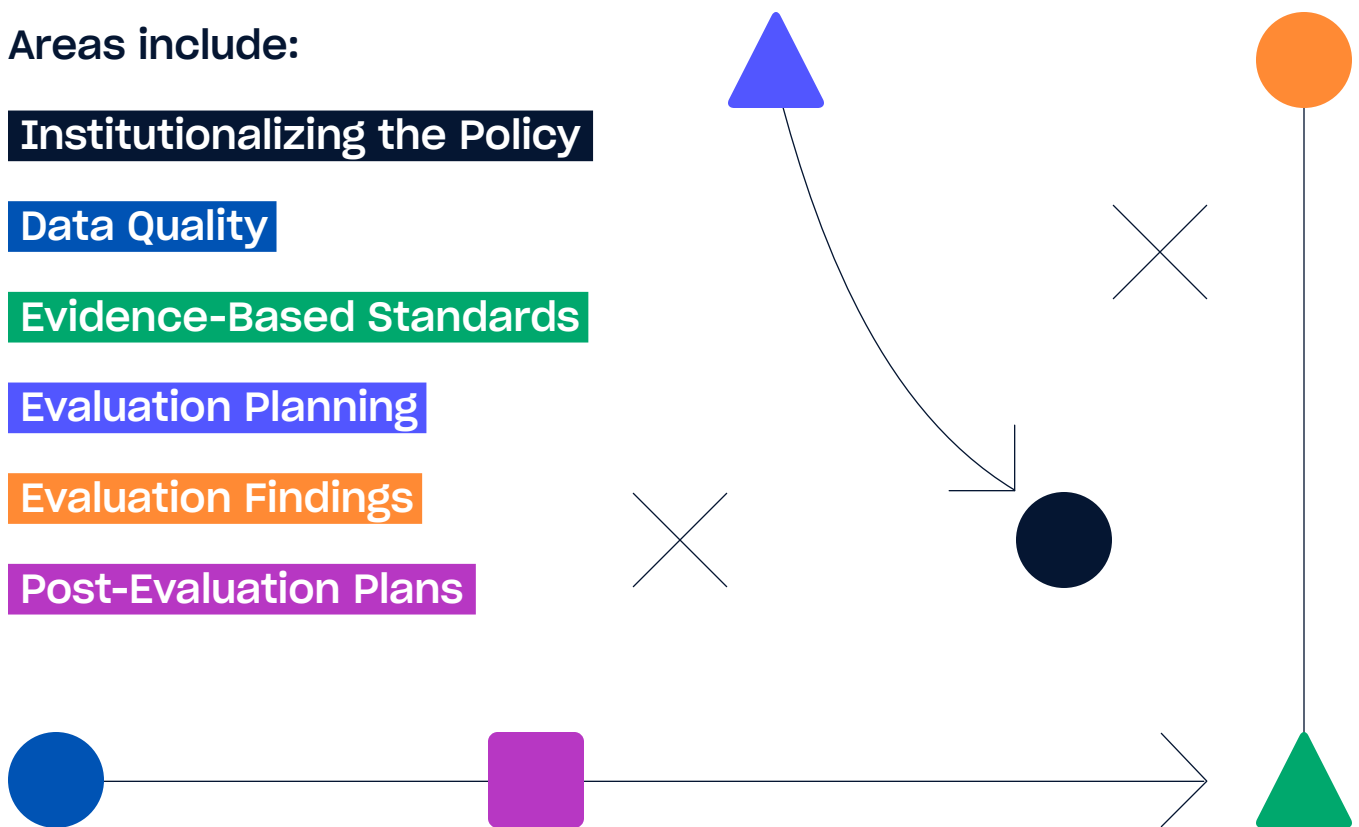
Areas include:

Institutionalizing the Policy

Data Quality

Evidence-Based Standards

Evaluation Planning

Evaluation Findings

Post-Evaluation Plans

Institutionalizing the Policy

Who will own the work of implementing this policy?

Executive's Office

Performance Management Team

Budget Officer & Team

Evaluation Team

Information Systems Officer & Team

Sustainability Officer & Team

Other: [_____]

Will you plan to develop an evaluation agenda/learning agenda?

Yes, we have a learning agenda

Yes, we'll create a learning agenda

No, our evidence-building plan does not require a learning agenda, programs to be evaluated will be prioritized based on our: *(e.g. strategic plan / equity plan / annual plans / other)*

[_____]

How will you budget for evaluations or direct departments to budget for evaluations?

We have the ability to create a budget line for evaluations/evaluation capacity that departments can rely on to support their evaluations

We will direct departments to put a certain percentage of their budget toward evaluations

We have no budget for evaluations and will seek out grant funding to be able to implement them

Other:

[_____]

Which processes will be informed by your evaluation results?

Evidence & evaluation results will be included in our budget decision framework

Evidence & evaluation results will be included in our grant RFPs when we distribute funds

Evidence & evaluation results will be included in our department's annual planning framework

Other: [_____]

Data Quality

How will you build the capacity to regularly pull from your administrative data?

Our administrative data is currently robust and reliable and we have staff trained to pull it; that team will be included in evaluation planning processes

Access to reliable, up to date, program data will be a factor in determining evaluation viability for a program. We will only run evaluations where there is data capacity and/or we have the ability to build a new participant data set

We will work with IS/IT to build data systems and capacity so that administrative data is not a limiting factor in running an evaluation

Other:

Can your data be disaggregated by relevant population groups?

Our administrative data currently includes demographic information we have staff trained to pull disaggregated reports it; that team will be included in evaluation planning processes

Access to disaggregated program data will be a factor in determining evaluation viability for a program. We will only run evaluations where there is access to disaggregated data and/or we have the ability to build a new participant data set

We do not currently have access to disaggregated or demographic data and will need to build that capacity into program/evaluation design

Other:

How will you ensure that future data collection includes demographic information?

We already have the needed systems and will direct teams to work with IS/IT

We will work with IS/IT to develop data systems that enable us to collect demographic data

Other:

Who will be responsible for frequently and reliably entering, updating, and managing your data?

IS/IT Team

Program/Department Teams

Other/multiple teams:

Evidence-Based Standards

What will be your standards for existing evidence-base to determine whether a program or initiative needs to be evaluated?

Departments will be directed to review evidence-base clearinghouses to identify viable programs with adequate evidence during program design

Departments will need to review evidence-based program options during program design and share why they have/not selected an evidence-based program

We will require programs without an evidence-base to be prioritized within the evaluation/learning agenda or to have an evaluation plan developed

A central team will review clearinghouses on behalf of departments to identify whether programs have an evidence-base

Evidence-based programs will be considered for process/performance management evaluations

Evidence-based programs will not need to be evaluated at all

Other:

What level of rigor will be required for a program to be called evidence-based?

Programs will be considered evidence-based if they have multiple randomized evaluations showing positive impact

Programs will be considered evidence-based if they have one randomized evaluation showing positive impact

Programs will be considered evidence-based if they have multiple quasi-experimental evaluations showing positive impact

We will use our definitions of evidence-base to determine whether a program would be considered evidence-based

Other:

Who will be responsible for determining when a program needs to be evaluated to understand its impact?

The program teams will be responsible for requesting a program evaluation and the type of evaluation

A central team will be responsible for identifying program evaluations and the type of evaluation

Determining whether a program needs to be evaluated will be a collaborative effort across the team leading implementation and the team leading the program

Other:

Evaluation Planning

Will you expect each program to participate in evaluation work/to develop a theory of change?

Expectations around evaluations will be built into leadership job descriptions/performance management for all departments

Only a central team will have evaluation expectations built into their performance management

Departments will need to develop a theory of change for each new program/initiative

A central team will work with departments to develop a theory of change for each new program/initiative

The policy implementation team will train departments/someone within each department on how to develop a theory of change

Theories of change will only be required for pilot programs

Theories of change will be required for all programs

Other:

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How will you expect community engagement to be incorporated into evaluation planning?

The government will establish community advisory committee(s) to participate in all evaluation planning

Departments will need to develop a community engagement plan for each evaluation

A central team will work with departments to develop a community engagement plan for all evaluations

The policy implementation team will train departments/someone within each department on how to develop a community engagement plan

Other:

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Evaluation Planning (cont.)

What resources will be available (capacity and training) to support teams with their evaluation planning?

We have the ability to create a budget line for capacity building and community engagement that departments can rely on to support their evaluations

We will direct departments to put a certain percentage of their budget toward capacity building and community engagement

We have no budget for capacity-building and community engagement and will seek out grant funding to be able to support them

Other:

Who will you partner with to run evaluations?

We have internal capacity for process and/or quasi-experimental evaluations

Local/regional post secondary institutions (quasi-experimental and/or randomized evaluations)
Name them here:

National research leaders (randomized evaluations)
Name them here:

Local non-profits/consultants (quasi-experimental evaluations)
Name them here:

Evaluation Findings

Will evaluators be expected to partner with internal and community stakeholders to interpret evaluation results and develop their findings?

We will build community/stakeholder-partnerships into our RFPs and contracts with evaluators

We will lead community/stakeholder engagement around evaluation findings

It will be dependent on each specific evaluation

Other:

How will you share the results with community members and program participants?

Our community advisory committee will help us design outreach strategies

We will review all finding materials for language accessibility and translate/adjust if needed

We will expect evaluators to develop all summary materials

We will partner with our communications team to develop summary materials

We will work internally with the program team to develop outreach strategies

Evaluators will be required to share the results with all program participants in a timely, relevant manner

We will report out on evaluation results (where appropriate) to our council/at publicly noticed meetings

Other:

How will you share the results with your internal teams?

Evaluators will be required to share the results with the program and other internal teams in a timely, relevant manner

We will report out on evaluation results (where appropriate) at senior leadership and other staff meetings

We will share evaluation findings with all staff through written materials

Other:

Will your communications team have the capacity to support the dissemination of findings whether the results are positive, null, or negative?

Our communications team currently has the capacity to summarize findings in partnership with the evaluation team with any evaluation outcome

We will need external/consulting support to help explain findings with an evaluation outcomes

Other:

Post-Evaluation Plans

How will you encourage program teams to take action on the results of your evaluations?

We will expect departments to present improvement plans/changes at senior leader meetings or to the executive on a regular cadence

We will include evaluation results in our budget process to determine continued funding levels for a program in the following year

The performance management team will work on implementation changes with the department based on evaluation results

Other:

What resources are available to support implementation changes in your programs and practices?

We have the staff needed to support or train departments with process/implementation improvements

We will only prioritize process/implementation improvements in departments that have internal capacity and experience with that type of work

We will need external/consulting support to develop the capacity to implement program improvement work

Other:

How will you incorporate this into your broader decision-making processes?

Evaluation results will be built into the following year's learning agenda

Evaluation results will be built into the annual planning for the following year

Our overall learning agenda will inform strategic planning decisions

Programs that show evidence of effectiveness will get priority in funding decisions

RFPs will include our definition of evidence-base and we will incorporate that into our grant-making or contracting decisions

Other: